

R E Q U E S T F O R P R O P O S A L S

PRINTING, BINDING, PACKAGING, AND DELIVERING THE 2004 IOWA ACTS AND THE 2005 CODE OF IOWA

Issued: May 28, 2004

Legislative Services Agency
State Capitol
Des Moines, Iowa
Dennis Prouty, Director



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

I. INTRODUCTION.

A. Legislative Services Agency. This Request for Proposals is issued by the Legislative Services Agency, an organization created under the jurisdiction of the Iowa General Assembly pursuant to section 2A.1 of the Iowa Code Supplement.

B. Description. As used in this Request for Proposals:

1. Acts. This is an edition of the Acts and Joint Resolutions (Session Laws), published as a single volume case bound book containing statutes and miscellaneous materials, including an index, that is published each year under the direction of the Iowa Code Editor, pursuant to chapter 2B of the Code of Iowa.

2. Agency. This is the Legislative Services Agency.

3. Book. This is the Acts or the Code.

4. Code. This is the 2005 edition of the Code of Iowa published as a multi-volume set of case bound books. The Code of Iowa is published during each even-numbered year under the direction of the Iowa Code Editor, pursuant to chapter 2B of the Code of Iowa. In previous years the Code of Iowa was a five-volume set, which included four volumes of statutes and miscellaneous materials and a one-volume tables and index. This year it is anticipated that the Code will consist of a seven-volume set, which will include six volumes of statutes and miscellaneous materials and the one-volume tables and index.

5. Index. This is the 2005 Tables and Index volume to the Code which is published as a single volume.

6. RFP. This refers to this Request for Proposals.

C. Separate or Combined Proposals. This RFP is issued to solicit proposals including bids for the production and delivery of: (1) the Acts and (2) the Code. It is expected that a bidder will submit a combined proposal. However, a bidder may submit a proposal for the Acts alone, or the Code alone.

D. Computing Time. As used in this RFP:

1. Calendar Day. A calendar day begins at 8:00 a.m. and ends 4:30 p.m. central time. In computing time, the first day is excluded and the last day is included unless the last day falls on a Sunday or a legal public holiday as defined in Iowa Code § 1C.1, in which case the time prescribed is extended to include the whole of the next succeeding day. Any reference in this RFP to "day" means a calendar day unless otherwise provided.

2. Business Day. A business day begins at 8:00 a.m. and ends 4:30 p.m. central time. A business day is a calendar day other than a Saturday or Sunday or a day recognized as a legal holiday by the State of Iowa (See Iowa Code § 1C.1). In computing time, the first business day is excluded and the last business day is included.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

II. GENERAL TERMS, CONDITIONS, AND LIMITATIONS.

A. Nonobligatory.

1. No State Obligation. This RFP requests the submission of proposals and should not be construed as an intent, commitment, or promise by the Agency, the Iowa General Assembly, or the State of Iowa for the acquisition of materials or services. The Agency, the Iowa General Assembly, and the State of Iowa are not obligated in any way by the issuance of this RFP.

2. No Payment Obligation. The Agency, the General Assembly of Iowa, and the State of Iowa will not pay for any information or services provided by the bidder, or expenses incurred by the bidder, under the terms of this RFP. The selection of a bidder means that the Agency will enter into good faith negotiations with the bidder with the expectation of executing a contract based on this RFP and the bidder's proposal. The Agency may terminate negotiations at any time and select a new bidder or issue a new RFP.

B. Fixed Price Contract. The Agency generally contracts based on a firm price negotiated between the Agency and the prospective contractor. Except as otherwise provided in this RFP, or agreed to by the parties, the total price paid to a contractor must be fixed as provided in a contract executed between the parties. No special fees or expenses will be charged directly to the Agency, including labor, materials, equipment, insurance, packing, freight, travel, parking, or any other costs incurred in producing and delivering the books.

C. Contract Terms and Conditions. The Agency may make a preliminary selection of a bidder as a prospective contractor conditioned upon the bidder's acceptance of standard terms and conditions included in the Agency's contracts, including choice of law and forum, compliance with applicable state law, avoidance of conflicts of interest, subcontracting restrictions, nondiscrimination requirements, compliance and termination procedures, and liquidated damages and specific performance provisions.

D. Contract Execution Deadline. The Agency expects that a contract will be executed between the Agency and the contractor not later than Wednesday June 30, 2004. A bidder that desires to review a model contract should contact the Agency.

E. Renewal Option. The Agency generally reserves the right to renew the contract for two subsequent publications of the Iowa Acts and two subsequent publications of the Code of Iowa.

F. Property Rights.

1. General Assembly Assumes Ownership. Proposals submitted in response to this RFP are the property of the Iowa General Assembly. The Agency will serve as custodian of the information.

2. Confidentiality. Proprietary information that the bidder considers property of the bidder or that contains trade secrets is protected from disclosure as provided in Iowa Code Chapter 22 (the Iowa Public Records Law) if the information is properly identified. The Agency will not act as a party in any lawsuit to protect the rights of a bidder, prospective contractor, or contractor.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

G. Supplemental Information. Potential bidders interested in obtaining additional written information regarding the Acts or Code publications, sample pages, or electronic files of the Acts or Code should contact the Agency.

H. Web Site. The Agency's web site is: <http://www.legis.state.ia.us>. A bidder may obtain an electronic copy of this RFP and related materials at that location.

I. Contact. The Agency encourages communication between Agency staff and potential bidders. The Agency will attempt to answer relevant questions and may share relevant answers among all potential bidders. All communications must be addressed to Ms. Leslie Hickey or in the alternative to Ms. Joanne Page:

Ms. Leslie Hickey

Iowa Code Editor

Legislative Services Agency

Ola Babcock Miller Building

Des Moines, Iowa 50319

Telephone: (515) 281-8871

Fax: (515) 281-4424

E-mail: leslie.hickey@legis.state.ia.us

Ms. Joanne Page

Deputy Code Editor

Legislative Services Agency

Ola Babcock Miller Building

Des Moines, Iowa 50319

Telephone: (515) 242-6464

Fax: (515) 281-4424

E-mail: joanne.page@legis.state.ia.us

J. Interviews. The Agency reserves the right to personally interview a select number of potential bidders or bidders who have completed projects similar to that requested in this RFP or who otherwise demonstrate exceptional qualifications to meet the requirements of this RFP and the Agency's contracts.

III. SUBMISSION OF PROPOSALS AND COMMUNICATION.

A. Deadline. Proposals must be received in-house by the Agency no later than 4:00 p.m., Friday, June 25, 2004. Proposals must be addressed to:

Legislative Services Agency

Response to RFP

Attention: Ms. Leslie Hickey, Iowa Code Editor

Ola Babcock Miller Building

Des Moines, Iowa 50319

B. Form of Submissions. A bidder must submit 5 print versions and one uncompressed electronic version of its proposal to the Agency drafted in Microsoft Word or a similar word processing program. **Faxed or electronic submissions will not be accepted.**



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

C. Verification. A bidder is exclusively responsible for verifying with the Agency the time and date that its proposal has been received by the Agency.

D. Incomplete Proposals. The Agency reserves the right to reject any proposal which is incomplete, as if it were a late submission.

E. Late Submissions. Except as provided in this paragraph, the Agency will not accept the late submission of a proposal. A potential bidder who cannot comply with this deadline but who is interested in completing a proposal may request an extension of the deadline by contacting the Agency no later than 4:00 p.m., Friday, June 25, 2004. The Agency may extend the deadline for all potential bidders only if it finds that an extraordinary situation prevents one or more bidders from submitting timely proposals.

F. Bidder Questions or Concerns. Potential bidders are expected to raise questions or concerns about this RFP, including exceptions or additions, no later than 4:00 p.m., Wednesday, June 23, 2004.

G. Contents.

1. Objectiveness. Proposals are of primary value to the Agency if they address the specifications and requirements identified in this RFP in a clear and concise manner. Special bindings, colored displays, and promotional materials are discouraged.

2. Samples. A proposal must include submit text paper samples and cover samples.

3. Bidder's Sheet. A bidder must complete the Itemized Bidder's Sheet at the end of this RFP.

4. Supplemental Information. This is a request to receive proposals regarding a specific project. Information not responding specifically to the requirements of this RFP should be identified as supplemental.

5. Alternatives. A bidder may elect to provide an alternative to a specification, or recommendations regarding alternative methods to satisfy the purposes and objectives of this RFP. If so the bidder must identify the alternative and explain why it is made.

6. Contact Person. Bidders must designate one primary contact person, specifying a name, address, telephone number, e-mail address, and FAX number.

H. Performance Bond. A bidder selected as a contractor must post a performance bond. A certified check, cashier's check, or money order may be provided in lieu of a bond, and will be kept on file until such time that satisfactory delivery of the books is made.

I. Delayed Delivery. The contract will provide for liquidated damages for delays in the delivery of pages or books on either a calendar day or business day basis. The amount of the liquidated damages may be based on a percentage of the contract price.

J. Basis for an Award. The selection of a bidder as a potential contractor pursuant to this RFP must be based on procurement policies of the Agency as established pursuant to section 2A.5 of the Iowa Code Supplement. These include factors such as competence, meeting of service or product specifications, and reasonableness of price; the posting of security to accompany a service provider proposal; the preference of Iowa-based businesses if



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

comparable in price; and the disclosure of service provider assignments. It is expected that the amount of the bid is the contractor's maximum compensation under a contract, unless otherwise agreed by the parties.

IV. GENERAL PRODUCTION SPECIFICATIONS.

A. General Standard. The 2004 Acts must at least match the appearance and be of the same quality as the 2003 Acts. The 2005 Code must at least match the appearance and be of the same quality as the 2003 Code of Iowa. If an issue involves the appearance or quality regarding the 2004 Acts or the 2005 Code, this standard will prevail over specific standards provided in this RFP. A sample 2003 Acts and a volume of the 2003 Code and its index are available upon request.

B. Book Size.

1. **Acts:** 7.5" X 10.75".
2. **Code:** 7.5 X 10.5".

C. General Requirements. The contractor must provide all blue line pages and proofs, paper, and printing of books, cover materials, ink, dies, stamping, binding, packaging, packing and loading on pallets, shipping, freight, and all other materials and labor necessary to complete production and delivery. The contractor assumes all of the costs associated with these items which must be included in the bid price.

D. Blue Line Pages. The Agency will determine the format to be used for proof pages, which are referred to within this RFP as blue line pages. The format may include conventional blue line pages or an equivalent as established by the Agency.

E. Assembled Pages. These pages, also referred to as "cut copy pages," must be printed and folded signatures trimmed, three-hole punched, sorted and delivered for each book, and for each volume of the Code including its Index, and printed in a manner and according to procedures required by the Agency.

F. Incidental Work. As requested, the contractor may be required to perform incidental copy preparation and rework. Examples include but are not limited to correcting electronic files, minor copy correction, or replating for such changes. Prices charged for such work must be provided in the contract but must not exceed those customarily charged to customers for similar work.

V. DETAILED PRODUCTION SPECIFICATIONS.

A. Paper Stock.

1. **Book Pages.** The proposal must provide a bid for paper stock referred to as "Custom Plus" manufactured by Nexfor Fraser Papers Inc. or the equivalent as approved by the Agency. However, the paper stock must meet all of the following requirements:

a. Size.

- (1) **Acts:** 7 ¼" X 10 ½ " finished



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

(2) Code: 7 1/4" X 10 1/8" finished and trimmed to leave as much margin as possible.

- b. Color.** The color must be neutral.
- c. Finish.** The finish must be English and smooth.
- d. Brightness.** The brightness must be 80.
- e. Opacity.** The opacity must be 88.
- f. Basis Weight.** The basis weight must be 30#.
- g. PPI.** The weight must be 880 pages per inch (ppi).
- h. Recycled Material.** 100 percent of the paper stock must contain at least 30 percent postconsumer recycled materials. The recycled paper must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. § 6962, and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.
- i. Duration.** It must be resistant to oxidation and must be of archival quality. The paper must be pH neutral (content of 7 or 7.5).

2. Paper Stock for End Sheets. The paper stock for the end sheets must be 80# Publisher White, or an equivalent approved by the Agency.

3. Paper Stock for Pink Pages (Code). All volumes of the Code including the Index will include approximately 32 pages of Springhill offset pink paper or an equivalent approved by the Agency for the Skeleton and Popular Name Index. The basis weight of the paper must be 50#.

B. Page Composition and Printing.

1. Size of the Image Area for Type.

- a. Acts:** 33.25 x 54.75 picas, including folio.
- b. Code:** 36 X 54 picas, including folio.

2. Fonts.

- a. Acts:** Imperial BT.
- b. Code:** Century Schoolbook.

3. Ink. The pages must be produced with 1/1 black ink on two sides. 100 percent of the ink used in printing text on the paper must contain at least 10 percent soy oil.

4. Bleed Bars. Books must contain 3/8"-wide bleed bars with reverse copy as specified by the Agency. Bleed bars must be located on the right-hand page.

- a. Acts.** The book must contain bleed bars running the entire length of the page as specified by the Agency. For materials associated with the regular session, at least



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

two pages must have a bleed bar. For materials associated with any extraordinary session, at least three pages must have a bleed bar.

b. (1) Code Other than the Index. Each volume must contain between one and five bleed bars with reverse copy running the entire length of the page as specified by the Agency.

(2) Index. The book must contain one 1"-long bleed bar on each page that contains an index entry. The bleed bar must be placed on the page for easy reference according to alphabetical letters listed sequentially in groups as specified by the Agency.

5. Artwork. The artwork for the books must be line copy, without halftones.

C. Binding and Finishing.

1. Book Block. The book block must be composed of tightly sewn 32-page signatures or split signatures as approved by the Agency. The binding must be a Smythe sewn. The first and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. The first and last signatures must be tipped to adjoining signatures. Any signature of less than 16 pages must be wrapped around a preceding signature. A signature cannot have less than 8 pages unless otherwise approved by the Agency. The book block must be thoroughly glued, smashed, and lined with one or more supers and gauze tape in a manner that assures that the book block is sturdily bound. The book block must have a head band and foot band (its color alternating red and gold in a checker board pattern).

2. Casing. The casing must be securely attached to the book block. The casing must contain a heavy 90# Kraft back line on the spine area. The boards must be Davey Red Label Binder's Board with .097" thickness or an equivalent board as approved by the Agency. The end sheets must be heavy weight. The spine must be loose and rounded. The joints must be uniform and tight and the casing must include adequate gutters.

3. Cover.

a. Cover Fabric.

(1) Acts and Code Other than the Index. The cover of the books must be a buckram grain commonly known as the same type and variety produced by ICG-Holliston (Roxite F Taupe #69564 or an equivalent approved by the Agency).

(2) Index. The cover of the books must be a buckram grain commonly known as the same type and variety produced by ICG-Holliston (Roxite Record Buckram #63043---K02 or an equivalent approved by the Agency).

b. (1) Cover Decoration.

(a) Acts. The decoration must include one impression of a black numeral on the spine, one impression of red foil with gold leaf above the numeral, and one impression of black foil with gold leaf below the numeral. The spine's impressions



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

must include a reference to the session of the Acts and the number of the Iowa General Assembly.

(b) Code. The decoration must include an impression of black lettering and numerals, one impression of red foil with gold leaf above the impression of black lettering and numerals, and one impression of black foil with gold leaf below the impression of black lettering and numerals.

(i) Code Other Than the Index. The impression on the front cover and spine must identify the volume of the book and a reference to the Code, the year of the edition, and chapters included in the book. The front cover must consist of an impression of black lettering and numerals appearing on its top half in various point sizes.

(ii) Index. The front cover must consist of an impression of black lettering and numerals. The information must identify that it is the Tables and Index to the Code, and the year of the edition.

(2) Type and Bars. The contractor must set all type and bars from the sampling die on the spine and front cover.

VI. DELIVERY OF MATERIALS DURING PRODUCTION.

A. Delivery of Covers to the Agency.

1. Paper-Proof Copy. The Agency will deliver to the contractor all information required to appear on the covering for the books, including (1) the Acts and (2) each volume of the Code. The contractor must deliver a paper-proof copy of the covering for that book which illustrates how the cover will appear when the book is bound, including all lettering and numbering, and the location of the required foils. The contractor must deliver the paper-proof copy within 10 calendar days after the Agency delivers the contractor with the necessary information needed to produce the paper-proof copy. The contractor must deliver any corrected paper-proof copy within five calendar days after the Agency delivers the corrections to the contractor.

2. Sample Cover. The contractor must deliver to the Agency a sample cover for the books, including (1) the Acts and (2) each volume of the Code. The sample cover must be a replica of the covering for that book. It must include the same fabric and foil stamping and use the same dyes that will be used in the production of that book. The lettering and numbering and the location of the foils and impressions must be identical to those used in the production of that book. The contractor must deliver the sample cover within 10 calendar days after the Agency delivers to the contractor the final page count for that book. The contractor must deliver any corrected sample copy within five calendar days after the Agency delivers the corrections to the contractor.

B. Delivery of Composed Pages by the Agency. The Agency will furnish to the contractor fully composed pages in an electronic format.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

1. Electronic Format. The Agency may deliver files used in production by electronic transfer directly to the Agency (by electronic mail or to the contractor's Internet web site) or by delivery of files stored on electronic media (e.g., CD-ROM).

2. Paper Copies. The Agency will also deliver to the contractor paper copies of postscript documents previously delivered electronically for work.

C. Delivery and Pickup of Printed Pages by the Contractor. The contractor is required to pick up and deliver printed pages. The contractor must deliver pages personally or by a courier as approved by the Agency.

1. Production and Delivery of Blue Line Pages.

a. The Acts. The contractor must deliver blue line pages to the Agency five business days after receipt of electronic files. The Agency may deliver electronic files containing the final postscript pages to the contractor in increments as pages are completed to facilitate the delivery and approval of the blue line pages. The contractor must deliver blue line pages to the Agency in increments as pages are completed to facilitate the approval by the Agency. The contractor must deliver two assembled sets of blue line pages for each signature of the book to the Agency.

b. (1) Code Other Than the Index. The contractor must deliver the first of each installment of blue line pages to the Agency five business days after receipt of the electronic files. After that, the contractor must deliver blue line pages to the Agency each subsequent business day until all blue line pages of that installment are delivered. The Agency may deliver electronic files containing the final postscript pages to the contractor in increments as pages are completed to facilitate the delivery and approval of the blue line pages. The contractor must deliver blue line pages to the Agency in increments beginning with the first volume and ending with the last volume as pages are completed to facilitate the approval by the Agency. However, for each business day that delivery is due, the contractor must deliver at least fourteen 32-page signatures or an equivalent number of 32-page and 16-page signatures to the Agency. The contractor must deliver two assembled sets of blue line pages for each signature of the book to the Agency.

(2) The Index. The contractor must deliver blue line pages to the Agency five business days after receipt of electronic files. The Agency may deliver electronic files containing the final postscript pages to the contractor in increments as pages are completed to facilitate the delivery and approval of the blue line pages. The contractor must deliver blue line pages to the Agency in increments as pages are completed to facilitate the approval by the Agency. The contractor must deliver two assembled sets of blue line pages for each signature of the book to the Agency.

2. Production and Delivery of Assembled Pages.

a. Acts. The contractor must deliver 12 sets of assembled pages to the Agency within 10 calendar days after the Agency delivers its final approval of the blue line pages for that book to the contractor.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. (1) Code Other Than the Index. The contractor must deliver 12 sets of assembled pages by volume as each volume is printed in a manner and according to procedures required by the Agency. The contractor must deliver the assembled pages for each volume within 10 calendar days after the Agency delivers its final approval of the blue line pages for that volume to the contractor.

(2) Index. The contractor must deliver 12 sets of assembled pages to the Agency within 10 calendar days after the Agency delivers its final approval of the blue line pages for that volume to the contractor.

VII. ESTIMATE OF THE NUMBER OF BOOKS AND NUMBER OF PAGES.

A. Number of Books. It is expected that the contractor will produce the following number of books:

1. **The Acts:** 3,500 volumes.
2. **a. The Code Other than the Index:** 6,000 sets.
b. The Index: 6,000 volumes.

B. Underruns and Overruns. A contractor that produces an underrun is subject to liquidated damages or specific performance at the Agency's election. Overruns are limited to five percent of the expected amount of the run order.

C. Number of Pages Per Book. It is expected that each book must contain the following number of pages:

1. **The Acts:** Approximately 1,184 pages.
2. **a. (1) The Code Other than the Index:** It is expected that all sets will contain approximately 8,736 pages. It is expected that the approximate number of pages per volume will equal the following:

Volume	Approximate Page Count
I	1,312
II	1,312
III	1,408
IV	1,056
V	1,408
VI	1,120

b. The Index: It is expected that each book will contain approximately 1,120 pages.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

VIII. DELIVERY OF FINISHED BOOKS.

A. General Delivery Requirements. Unless otherwise expressly provided in this part, all of the following apply:

1. F.O.B. All books must be delivered as required in this RFP: F.O.B. Destination, Door, Freight Prepaid and Allowed.

2. a. General Requirements. Delivery of books must be made to the following:

Grimes State Office Building
400 E. 14th Street
Des Moines, Iowa 50319

b. Dock Instructions. Delivery trucks must be able to unload at the Grimes State Office Building dock. The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks at the dock. The maximum clearance for the dock is 13'4". Any delivery made by a truck that exceeds the 13'4" clearance will not be accepted and will be deemed undelivered.

3. Deadlines.

1. Acts. The contractor must deliver the books to the Agency within 30 calendar days after receipt of the final approval of the blue line pages by the Agency. It is expected that the Agency will provide final approval by September 30, 2004.

2. a. Code Other than the Index. The contractor must deliver the sets of the Code other than the Index volumes within 30 calendar days after receipt of the final approval of the blue line pages for the final volume by the Agency. It is expected that the Agency will provide final approval by December 17, 2004

b. Index. The contractor must deliver the Index volumes to the Agency within 30 calendar days after receipt of the final approval of the blue line pages by the Agency. It is expected that the Agency will provide final approval by February 24, 2005.

B. Special Delivery Requirements.

1. Legislative Distribution. The contractor must deliver 400 sets of the Code, other than the Index volumes to the Agency upon a date agreed to by the parties but no later than January 5, 2005. The Index volumes required to complete the sets must be delivered to the Agency later as part of the ordinary delivery of the Index volumes. The sets of the Code are reserved for special distribution to members and employees of the General Assembly. A delay in this special delivery requirement is an automatic breach of contract and the Agency will exercise its right to recover liquidated damages from the contractor pursuant to the contract. The Agency will deliver the contractor with predelivery notice procedures.

2. State Capitol Complex Distribution. The Agency may require that the contractor deliver approximately 1,477 sets of the Code, other than the Index volumes to the Agency prior to ordinary delivery of the sets of the Code, but not earlier than January 5, 2005. The sets are reserved for special distribution to employees of the State Capitol Complex. If the sets are shipped with the ordinary delivery, the sets of the Code reserved for special



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

distribution and packaged must be set aside from the other packaged sets and fit on a pallet as otherwise required under this RFP in order to accommodate the special distribution. The Agency will deliver the contractor with predelivery notice procedures.

3. a. Judicial Districts Distribution. A bidder must provide a separate bid for the special delivery of books which must be drop-shipped to locations in eight judicial districts.

(1) Delivery of the Acts. The bidder must provide a separate bid for the special delivery of the Acts. Approximately 980 Acts must be drop-shipped to the judicial districts.

(2) Code. The bidder must provide a separate bid for the special delivery of the Code. This includes the initial shipment of (1) the sets of the Code other than the Index volumes and the later shipment of (2) the Index volumes. Approximately 1,033 sets of the Code sets other than the Index volumes and 1,033 Index volumes required to complete the sets must be drop-shipped to the judicial districts.

b. Delivery instructions. The Agency will furnish addresses of delivery locations and provide requirements for predelivery notice procedures.

c. Locations. The judicial districts are as follows:

District	City	Zip Code
1 st District	Waterloo	50703
2 nd District	Fort Dodge	50501
3 rd District	Sioux City	51101
4 th District	Council Bluffs	51501
5 th District	Des Moines	50309
6 th District	Cedar Rapids	52401
7 th District	Davenport	52801
8 th District	Ottumwa	52501

IX. Packaging Requirements.

The contractor must package all of the following: (1) the Acts; and (2) (a) the six volumes of the Code packaged together as a set and (b) the Index volume to be shipped separately at a later date. The contractor must provide for the safe packaging of the books that meet all construction requirements of the applicable freight classifications. The packages must fit on a pallet 3'4" x 5' without overhang. Pallets cannot be double stacked. Books which are damaged prior to acceptance of delivery by the Agency will be deemed undelivered.

A. Acts. The weight of each bulk-packaged carton cannot exceed 35 pounds. The books must be packaged in bulk. However, at least five percent of the total quantity ordered, excluding overruns, must be placed in individual cartons. One side of the carton must be printed to indicate its contents and the quantity of books contained in the carton.

B. Code Other than the Index. Each carton must include the six volumes of the Code other than the Index volume. One side of the carton must be printed to indicate its contents,



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

including the volumes of the Code. The contractor must place a notice as specified by the Agency within the carton informing recipients that it does not include the Index volume and that the Index volume will be delivered separately at a later date.

C. Index. The weight of each bulk-packaged carton cannot exceed 35 pounds. The Index volumes must be packaged in bulk. However, at least five percent of the total quantity ordered, excluding overruns, must be placed in individual cartons. One side of the carton must be printed to indicate its contents and the quantity of books contained in the carton.



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

ITEMIZED BIDDER'S SHEET

ACTS

Complete all the items specified below and submit this sheet by the submission deadline for this RFP. A failure to properly complete this itemized bidder's sheet may result in disqualification.

1. Name of Bidder _____

2. a. Bid Separated

Excluding Judicial
Districts Distribution

Judicial Districts Distribution

\$ _____

\$ _____

b. Bid Combined

\$ _____

3. Ordered Books and Overruns

Price for books assumes _____ total pages and includes all costs associated with production and delivery, including body stock.

For 3,500 Books

For Additional 100 Books

\$ _____

\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

4. Prepress, Plating, Printing, and Folding of Signatures

	For 3,500 Impressions	For Additional 100 Impressions
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

5. Number of Signatures for Each Book – Price Differential

	Additional Signatures	Fewer Signatures
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

6. Body Stock Specifications:

a. Name of body stock: _____ PPI _____

b. For the paper stock, specify all of the following:

(1) The percentage which originates from post-consumer material: _____%



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

(2) The kappa number: _____

(3) The pH content: _____

7. Body Stock Bid:

	For 3,500 Books	For Additional 100 Books
Price per cwt.:	\$ _____	\$ _____
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

8. End Sheets:

	For 3,500 Books	For Additional 100 Books
Price per cwt:	\$ _____	\$ _____

9. Ink:

	For 3,500 Books	For Additional 100 Books
	\$ _____	\$ _____

10. Cover and Binding:

	For 3,500 Books	For Additional 100 Books
	\$ _____	\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

11. Contract Execution:

a. Can you execute a contract by June 30, 2004?

Yes ____ No ____

b. If no, describe why.

12. Statement of Work:

a. Describe the qualifications and competence of the bidder to complete the production and delivery of books required in this RFP:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. Are production services furnished by persons located outside of this state?

Yes ____ No ____

If yes, what is the percentage of the total services furnished outside of this state: ____%

If yes, what is the percentage of the total bid price furnished outside of this state: ____%

c. Can a contractor comply with the delivery of printing proofs and finished books as set out in this RFP?

Yes ____ No ____

If no, describe the alternative, including a proposed delivery schedule here:

*Use additional sheets if necessary



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

d. Will subcontractors be used?

Yes ____ No ____

If yes, include the following information for each subcontractor:

*Use additional sheets if necessary

First Subcontractor

Company name: _____

Business location: _____

Description of work to be performed:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

Second Subcontractor

Company name: _____

Business location: _____

Description of work to be performed:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

13. References.

a. Company Name _____

Address _____

Contact _____ Telephone
Number _____

Products and
Services Furnished _____

b. Company Name _____

Address _____

Contact _____ Telephone
Number _____

Products and
Services Furnished _____

c. Company Name _____

Address _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

Contact _____ Telephone
Number _____

Products and
Services Furnished _____

14. Authorized Representative.

Signature Printed Date



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

ITEMIZED BIDDER'S SHEET CODE

Complete all the items specified below and submit this sheet by the submission deadline for this RFP. A failure to properly complete this itemized bidder's sheet may result in disqualification.

1. Name of Bidder _____

2. a. Bid Separated

Excluding Judicial
Districts Distribution

\$ _____

Judicial Districts Distribution

\$ _____

b. Bid Combined

\$ _____

3. a. Ordered Sets and Overruns (Code Other than Index)

Price for sets of books assumes 7,616 pages and includes all costs associated with production and delivery, including body stock.

For 6,000 Sets

\$ _____

For Additional 100 Sets

\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. Ordered Sets and Overruns (Index)

Price for books assumes 1,120 pages and includes all costs associated with production and delivery, including body stock.

For 6,000 Books

For Additional 100 Books

\$ _____

\$ _____

4. a. Prepress, Plating, Printing, and Folding of Signatures (Code Other than Index)

For 6,000 Impressions

For Additional 100 Impressions

Each form of:

32-page signature:

\$ _____

\$ _____

16-page signature:

\$ _____

\$ _____

8-page signature:

\$ _____

\$ _____

b. Prepress, Plating, Printing, and Folding of Signatures (Index)

For 6,000 Impressions

For Additional 100 Impressions

Each form of:

32-page signature:

\$ _____

\$ _____

16-page signature:

\$ _____

\$ _____

8-page signature:

\$ _____

\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

5. a. Number of Signatures for Each Set – Price Differential (Code Other than Index)

	Additional Signatures	Fewer Signatures
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

b. Number of Signatures for Each Book – Price Differential (Index)

	Additional Signatures	Fewer Signatures
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

6. Body Stock Specifications:

a. Name of body stock _____ PPI _____

b. For the paper stock, specify all of the following:

(1) The percentage which originates from post-consumer material: _____%

(2) The kappa number: _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

(3) The pH content: _____

7. a. Body Stock Bid (Code Other than Index):

	For 6,000 Sets	For Additional 100 Sets
Price per cwt:	\$ _____	\$ _____
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

b. Body Stock Bid (Index):

	For 6,000 Books	For Additional 100 Books
Price per cwt:	\$ _____	\$ _____
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

8. a. End Sheets (Code Other than Index):

	For 6,000 Sets	For Additional 100 Sets
Price per cwt:	\$ _____	\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. End Sheets (Index):

For 6,000 Books

For Additional 100 Books

Price per cwt:

\$ _____

\$ _____

9. a. Ink (Code Other than Index):

For 6,000 Sets

For Additional 100 Sets

\$ _____

\$ _____

b. Ink (Index):

For 6,000 Books

For Additional 100 Books

\$ _____

\$ _____

10. a. Cover and Binding (Code Other than Index):

Per Volume

For 6,000 Sets

For Additional 100 Sets

I

\$ _____

\$ _____

II

\$ _____

\$ _____

III

\$ _____

\$ _____

IV

\$ _____

\$ _____

V

\$ _____

\$ _____

VI

\$ _____

\$ _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. Cover and Binding (Index):

For 6,000 Books

For Additional 100 Books

\$ _____

\$ _____

11. Contract Execution:

a. Can you execute a contract by June 30, 2004?

Yes ____ No ____

b. If no, describe why.

12. Statement of Work.

a. Describe the qualifications and competence of the bidder to complete the production and delivery of books required in this RFP:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. Are production services furnished by persons located outside of this state?

Yes ____ No ____

If yes, what is the percentage of the total services furnished outside of this state: ____%

If yes, what is the percentage of the total bid price furnished outside of this state: ____%

c. Can a contractor comply with the delivery of printing proofs and finished books as set out in this RFP?

Yes ____ No ____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

If no, describe the alternative, including a proposed delivery schedule here:

*Use additional sheets if necessary



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

d. Will subcontractors be used?

Yes ____ No ____

If yes, include the following information for each subcontractor:

*Use additional sheets if necessary

First Subcontractor

Company name: _____

Business location: _____

Description of work to be performed:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

Second Subcontractor

Company name: _____

Business location: _____

Description of work to be performed:



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

13. References (Not Required if References are Included in Itemized Bidder's Sheet for the Acts)

a. Company Name _____

Address _____

Contact _____ Telephone _____
Number _____

Products and
Services Furnished _____



REQUEST FOR PROPOSALS

2004 IOWA ACTS & 2005 CODE OF IOWA

b. Company Name _____

Address _____

Contact _____ Telephone
Number _____

Products and
Services Furnished _____

c. Company Name _____

Address _____

Contact _____ Telephone
Number _____

Products and
Services Furnished _____

14. Authorized Representative

Signature

Printed

Date